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SECTION II: STAFFING

10. ORGANIZATION AND MANPOWER CONTROLS. This paragraph prescribes basic Agency policy and general responsibilities pertaining to the establishment and administration of the Agency's manpower control program with respect to the permanent manpower ceiling authorized each fiscal year by the Congress and the Bureau of the Budget.

a. POLICY. The Agency shall conduct a continuing program of manpower resources management which will assure maximum efficiency and economy in the use of manpower consistent with the effective implementation of the Agency's assigned missions and responsibilities.

b. PROGRAM. The Agency's manpower control program embraces the following:

- (1) The continuing review of manpower utilization in terms of program objectives, organizational structure, staffing levels, position classification, and productivity measurement.
- (2) The forecasting of the manpower requirements for each Agency component based on the preparation, review, and analysis of annual budget estimates.
- (3) The establishment, by fiscal year, of the approved manpower ceilings for each Agency component based on the preparation and review of operating budgets.
- (4) The projection of long-range Agency manpower requirements by numbers, skills, and occupational fields in direct relationship to Agency programs, assigned missions, and priorities.
- (5) The identification of requirements for staff personnel not only by organizational component but also according to the Career Service assigned the responsibility for providing the trained personnel to meet the requirements.
- (6) The flexibility in position structure to enable Operating Officials to shift personnel to meet short-term changes in workload.
- (7) The differentiation between manpower assigned to carry the unit workload and manpower assigned to training for career and skills development purposes.
- (8) The recognition of the necessity to maintain a reserve of trained personnel who would be immediately available to meet contingency requirements and provision for the assignment of such personnel to productive work or training during periods when a contingency requirement for their services does not exist.

c. DEFINITIONS

- (1) **COMPONENT.** For the purpose of this paragraph, a component is any organizational unit for which a budget is required, prepared, and submitted and for which approved funding levels and personnel strengths are established each new fiscal year by the Director of Central Intelligence.
- (2) **PERMANENT MANPOWER CEILING.** The permanent manpower ceiling of the Agency, or of each of its components, is the maximum number of full-time personnel in both the staffing and development complements authorized to be employed at any time. It constitutes an authorization to employ:
 - (a) Staff personnel (including supergrade and Scientific Pay Schedule personnel, but excluding employees on detail to other agencies or activities on a fully reimbursable basis and those who are on leave without pay for more than 30 calendar days).

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- (b) Military and civilian personnel on detail from other Government agencies on a reimbursable basis.
- (c) Contract employees who perform staff-type duties within the United States, except such contract employees when
- (1) Engaged in short-term, nonrecurrent activities;
 - (2) Hired to perform duties on an infrequent basis; or
 - (3) Specifically justified and authorized within an approved project.
- (d) Part-time personnel (as defined in subparagraphs (a) through (c), above) provided that a part-time employee is counted as *one* full-time employee if scheduled hours of work are more than 20 hours per week and as *one-half* full-time employee if his scheduled hours of work are 20 hours or less per week.
- (3) **STAFFING COMPLEMENT.** A staffing complement is the plan of a component for the assignment and utilization of personnel who are charged against permanent manpower ceilings. It identifies the positions to which personnel will be assigned to carry out the assigned missions and functions of the component. Staffing complements reflect the internal organization of the component, the positions allocated to each element thereof (identified by type, grade, and Career Service), and the planned incumbency of each position. Staffing complements are the basis for determining the average position grade for a component and for each Career Service. Staffing complement positions are categorized and defined as follows:
- (a) Limited positions: positions which may be occupied by no more than the specified number of individuals at one time, except for overlaps in connection with reassignment.
 - (b) Flexible positions: positions which may be occupied, as required by existing workload, by any number of incumbents within ceiling allocations. (The number of incumbents planned for each flexible position will be shown in the staffing complement.)
- (4) **DEVELOPMENT COMPLEMENT.** A development complement is a planned allowance established within an approved permanent manpower ceiling to provide for the assignment of personnel of a Career Service who are in training or awaiting assignment to positions listed in a staffing complement.
- (5) **CAREER SERVICE GRADE AUTHORIZATION.** The Career Service Grade Authorization (CSGA) of each Career Service reflects the maximum number of personnel authorized on duty at each General Schedule grade level within the Career Service concerned. The CSGA is based upon the number of positions at each grade level which have been identified with a particular Career Service. The CSGA is adjusted upward or downward, as necessary, to compensate for positions occupied by individuals whose Career Service designations are not compatible with the career designations of the positions to which they are assigned.
- (6) **CONTINGENCY TASK GROUP COMPLEMENT.** The Contingency Task Group Complement is a planned allowance within an approved permanent manpower ceiling to provide for the interim utilization of specially trained individuals who are available for immediate assignment or commitment to contingency tasks of high national priority anywhere in the world.

d. RESPONSIBILITIES

- (1) Heads of Independent Offices, Operating Officials, and other officials responsible for budget submissions shall:

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- (a) Within the framework of the guidelines provided by the Director of Planning, Programming, and Budgeting, include their proposed manpower requirements as a part of their budget submissions.
 - (b) Develop and forward, with the operating budget submission, to the Director of Planning, Programming, and Budgeting through the Deputy Director concerned (except that Heads of Independent Offices shall forward these directly to the Director of Planning, Programming, and Budgeting) proposed staffing complements or revisions thereto with each position identified by title, grade, occupation code, functional budget activity, and, if applicable, Career Service. Except under temporary situations where approval has been granted by the Executive Director-Comptroller, the total number of positions appearing on the approved staffing and development complements shall not exceed the permanent manpower ceiling of the component concerned. Unless a significant basic change in the assigned responsibilities of the job being performed is clearly demonstrable or a revision of job standards has been adopted, the upgrading of staffing complement positions shall be avoided. When an Operating Official or Head of Independent Office proposes to establish, abolish, or change the Career Service designation or grade of a position under his operating control which has a Career Service designation not under his jurisdiction, he shall notify the Head of that Career Service as soon as practicable in order that the Head of the Career Service may make appropriate recommendations.
 - (c) Review continually personnel requirements with respect to priority of functions and organizational structure to assure maximum productivity and economy in the utilization of personnel.
- (2) Each Head of a Career Service shall:
- (a) Plan the composition of the membership of his Career Service by grades and occupational skills based on requirements for personnel of his Career Service which are included in approved staffing and development complements.
 - (b) Review proposals for revisions to staffing complement positions affecting his Career Service and, if appropriate, make recommendations to the head of the operating component concerned.
- (3) Each Deputy Director shall:
- (a) Review budget estimates and operating budgets submitted by components under his control to assure that the requested allocations of manpower and distribution of permanent manpower ceilings are consistent with program priorities and objectives and represent the most economical utilization of manpower resources possible.
 - (b) Act upon proposed organizational changes or shifts in manpower which are within the budgetary limitations and manpower ceiling allocated to an individual component; i.e., office, division, or comparable unit, without prior approval, provided that such changes have no budgetary or manpower implications for another Directorate. The Director of Planning, Programming, and Budgeting and the Director of Personnel will be notified of such changes.
 - (c) Review and forward proposals for organizational changes and changes in manpower ceilings which are not within the budgetary and manpower ceiling allocated to an individual component or those which have budgetary or manpower implications for another Directorate to the Director of Central Intelligence for approval. Proposals should

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be forwarded, with appropriate justification, through the Executive Director-Comptroller.

- (d) Submit all proposals for significant organizational changes or manpower shifts, such as, the establishment or deletion of a new station, base, or other major organizational unit to the Director of Central Intelligence for approval. Proposals should be forwarded with appropriate justification through the Executive Director-Comptroller.

(4) The Director of Personnel shall:

- (a) Authenticate and issue staffing complements and revisions thereto, subject to the approval of the Director of Central Intelligence when proposals would result in changes to component ceilings, changes in budgetary requirements, significant changes in organizational structure, or changes affecting another Directorate.
- (b) Assure that prompt action is taken by Operating Officials to revise staffing complements to equate the number of established positions within a component to its authorized ceiling.
- (c) Monitor the entrance-on-duty and transfers of personnel among Agency components in order to assure that on-duty strengths are managed within approved component manpower authorizations.
- (d) Approve fully justified actions resulting in temporary overstrength situations within a component, provided plans for reducing promptly to authorized strength have been concurred in by the Director of Personnel.
- (e) Evaluate proposals for establishing or changing the number, grade, or allocation of supergrade and Scientific Pay Schedule positions within the Agency and transmit proposals to the Executive Director-Comptroller with recommendations.
- (f) Develop and authenticate Career Service Grade Authorizations based on approved staffing and development complements.
- (g) Assure that the Career Services remain within their Career Service Grade Authorizations.
- (h) Collaborate with the Director of Planning, Programming, and Budgeting in implementing the Agency's manpower control program.
- (i) Project long-term Agency manpower requirements by numbers, skills, and occupational fields on the basis of information provided by the Director of Planning, Programming, and Budgeting; the Directorates; and other appropriate sources.
- (j) Collaborate with the Director of Planning, Programming, and Budgeting in evaluating on a continuing basis manpower utilization throughout the Agency.

(5) In support of the Executive Director-Comptroller, the Director of Planning, Programming, and Budgeting shall:

- (a) Review proposals for organizational changes and changes in manpower ceilings allocated to an individual component and those which have budgetary, manpower, or program implications among two or more Directorates and submit appropriate recommendations to the Executive Director-Comptroller.
- (b) Review proposals for significant changes in the organizational structure of Agency components and submit appropriate recommendations to the Executive Director-Comptroller.
- (c) Review and recommend action to the Executive Director-Comptroller on proposals involving establishment or upgrading of positions which

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would raise the average position grade or increase the number of positions grade GS-14 or above.

- (d) Notify the Director of Personnel of organizational and manpower ceiling changes which have been approved by the Director of Central Intelligence.
- (e) Assure a continuing review of manpower levels and allocations among Agency components in terms of program objectives, levels of productivity, and grades and numbers of personnel.
- (f) In collaboration with the Director of Personnel, develop and recommend to the Executive Director-Comptroller policies, techniques, and procedures necessary to assure the operation of a continuing and systematic program of manpower control and reporting.

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